



2007-2008

**AMERICORPS*STATE
REQUEST FOR PROPOSALS
FOR INDIANA APPLICANTS**

Issued September 5, 2006



OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

302 W. Washington Street, Room E012

Indianapolis, Indiana 46204

(317) 233-4273 phone (317) 233-5660 fax

www.ofbci.in.gov

September 5, 2006

Dear Potential AmeriCorps Applicants,

The Office of Faith-Based and Community Initiatives (OFBCI) and its Indiana Commission on Community Service and Volunteerism (ICCSV) promote service volunteerism throughout our state and in 2006 provided over \$1,800,000 in AmeriCorps funding. We are dedicated to uniting individuals in service to their communities and achieving demonstrable results by funding AmeriCorps programs that meet Indiana's unmet human, educational, public safety, homeland security and environmental needs. We are proud to announce our Request for Proposals (RFP) for 2007-2008.

Over 400 Hoosiers will serve in AmeriCorps programs this year in both our urban and rural areas. AmeriCorps members get amazing things done and make a significant difference in the lives of so many Hoosiers.

Through this RFP, community organizations and governmental agencies throughout Indiana can compete for funding to expand or create high-impact service opportunities for members of their community.

Our 2007-2008 RFP contains four (4) sections:

1. Notice of Federal Funding Opportunity
2. 2007-2008 AmeriCorps Request for Proposals for Indiana Applicants
3. 2007-2008 AmeriCorps*State Application Instructions
4. 2007-2008 AmeriCorps Application Appendices

For 2007, the Indiana Commission will consider applications for new and continuing AmeriCorps programs that offer members a living allowance and an education award. We will also consider applications for AmeriCorps programs that offer education awards only. We encourage you to choose the option that best meets your organization's needs.

Please read all application instructions and materials carefully. **All applicants must attend one of the identical Technical Assistance Workshops** in either Evansville (September 13), South Bend (September 18), Indianapolis (September 22 or October 3), or New Albany (October 6). Workshop details are available on the OFBCI website (www.ofbci.in.gov).

All applicants must submit a Notice of Intent to Apply to OFBCI no later than 5:00 P.M. (Eastern Time) on Friday, October 13, 2006. All applications must be received by our office no later than 5:00 P.M. (Eastern Time) on Tuesday, October 31, 2006. See below for details.

The Indiana Commission is committed to providing the most current information available to all applicants. We will rely primarily upon our website, www.ofbci.in.gov, to keep applicants informed of any changes. Please check our website frequently. We want to provide you with all of the resources and technical assistance you need to develop an extraordinary grant application.

Sincerely,



PAULA PARKER-SAWYERS
Executive Director

1. The Office of Faith-Based and Community Initiatives

Hoosiers have a tradition of working together. In that spirit, the mission of the Office of Faith-Based and Community Initiatives (OFBCI) is to promote service and voluntarism in the state of Indiana. The OFBCI values respect, integrity, service and excellence and will support and enhance our Indiana tradition of helping a neighbor in need. We collaborate with organizations to identify issues, motivate volunteers and to provide innovative and high quality programs which meet the needs of Indiana communities.

In January 2005, Governor Mitch Daniels created the Office of Faith-Based and Community Initiatives (OFBCI) to ensure that the faith-based institutions of Indiana were provided equal access to state and federal resources and services. Together the OFBCI, with assistance from Indiana Commission on Community Service and Volunteerism (ICCSV; see below), provides information, training, technical assistance and limited grant funding to both community based and faith-based organizations seeking to make Indiana a better place to live for all citizens. For more information about the OFBCI, please visit our website at www.ofbci.in.gov.

2. Overview of AmeriCorps

All across America, AmeriCorps members are *getting things done* for their communities. AmeriCorps, the domestic Peace Corps, engages citizens of all ages in projects ranging from tutoring, youth mentoring, public safety, housing rehabilitation, health care, environmental issues, and disaster relief. It gives communities and neighborhoods valuable human resources for addressing their most pressing civic issues, and gives the individual a way to serve his/her country by reaching out to others within his/her own or another community. It has given over 400,000 Americans opportunities to increase their skills and earn money for college that otherwise would not have been available to them.

AmeriCorps programs provide grants to initiate, improve, or expand the ability of organizations and communities to provide services to address local unmet environmental, educational, public safety (including disaster preparedness and response), or other human needs. AmeriCorps awards member positions and program operating funds to public and private nonprofit organizations with goals which are in accord with this mission. Grants support organizations that use volunteer service as a strategy for addressing national and community needs, while fostering an ethic of civic responsibility and connecting Americans of all ages and backgrounds with opportunities to serve their communities and country. Please see the Corporation's statutes and regulations for more information about AmeriCorps at www.americorps.gov.

3. The Indiana Commission on Community Service and Volunteerism

The Indiana Commission on Community Service and Volunteerism (ICCSV) is the governor-appointed administrative agent of the AmeriCorps*State Programs in Indiana for the Corporation for National and Community Service. Supported by the Office of Faith-Based and Community Initiatives, the ICCSV is dedicated to uniting individuals in service to their communities and



achieving demonstrable results by addressing Indiana's unmet human, educational, environmental, public safety, and homeland security needs. The ICCSV's goals are to:

- Encourage Indiana's strong ethic of civic responsibility and rich tradition of community involvement;
- Ensure a serious role for service and volunteerism in meeting Indiana's educational, environmental, health, public safety, and homeland security challenges;
- Connect Hoosiers from diverse backgrounds and experiences to find solutions to problems together; and,
- Nurture the growth and emergence of Indiana's next generation of community and professional leaders.

To meet these goals, the ICCSV selects and administers AmeriCorps grants under the provisions of the National and Community Service Trust Act of 1990. In Indiana, more than 400 AmeriCorps members serve annually under the sponsorship of public-private partnerships to meet critical state needs. Since its inception, the ICCSV has secured and disseminated over \$12 million in AmeriCorps funding from the federal Corporation for National and Community Service (CNCS) to local and statewide public and nonprofit agencies that have created opportunities for over 4,500 AmeriCorps members to serve Indiana. The ICCSV, through the OFBCI, provides AmeriCorps programs with extensive training and ongoing technical assistance to support the development of high quality AmeriCorps programs. Each program works closely with a national service program officer at the OFBCI to ensure progress towards program objectives, a meaningful service experience for AmeriCorps members, and compliance with applicable regulations.

For more information about the ICCSV, please visit our website at www.ofbci.in.gov.

4. Applicant Eligibility

New Applicants. The ICCSV encourages the development of innovative programs operated by partnerships new to the AmeriCorps family and in communities that have not previously utilized AmeriCorps resources. New applicants are defined as those in which the partnership has not previously operated an AmeriCorps program.

Existing ICCSV AmeriCorps*State Programs. Current ICCSV programs must, by law, submit applications via two different processes. Existing programs who are finishing their third year of a grant award cycle must submit a *new* application. Programs in their first or second year of the grant award cycle will submit a *continuation* application.

Existing programs must assure that all WBRS-related activity, including enrollment of members and entry of service hours, is current at the time of submission. In addition, existing programs are advised that previous site visit reports, program progress reports, financial reports, WBRS documentation, as well as member recruitment and retention rates will be reviewed as part of the selection process. Systems for improving known deficiencies in any of these areas should be addressed in the program narrative.



5. 2007-2008 AmeriCorps Grant Parameters

Funding Available. AmeriCorps funding comes to Indiana primarily through two separate funding streams – formula and competitive funds. The ICCSV receives formula funds from the Corporation through a population-based allocation. Competitive funds are awarded through a national competition to programs that have competed successfully at both the state and federal levels. While programs funded through the national competition are typically veteran programs, are larger in size, and/or have particularly innovative program designs, first-time applicants may also be funded at the competitive level. The ICCSV's current portfolio contains AmeriCorps grants that range from \$116,443 to \$383,000.

The ICCSV will award formula funds for 2007-2008. We will not be sure how much formula funding is available until the Corporation announces its final appropriation from Congress.

There are 3 kinds of AmeriCorps funding opportunities available for 2007-2008 through this Request for Proposals:

1. Operating Grants. Operating grants support fully developed plans to implement a new or existing AmeriCorps program. Applicants interested in applying for an operating grant should review either the *Application Instructions: New and Recompeting Programs* section or the *Application Instructions: Continuation Requests* section of the 2007-2008 AmeriCorps*State Application Instructions.

2. 3-Month Development/9-Month Operating Grants. The ICCSV recognizes that developing a high-quality AmeriCorps program takes time. New applicants may propose a three-month planning/development period, followed by nine-months of operating an AmeriCorps program for the first year of their AmeriCorps*State program. The intent of the three-month planning/development period is to allow new programs the opportunity to develop the systems and processes necessary to operate an effective, efficient, high-quality program. Applicants selecting this model are strongly encouraged to include less than full-time members in their application, as it would be difficult for many members to complete the required 1,700 in the nine-month time frame. Please note that ICCSV will not select applicants proposing this “3-9” design to compete in the competition for competitive AmeriCorps funding at the national level. Please review the 2007-2008 AmeriCorps*State Application Instructions for further information.

3. Education Award Program (EAP) Grants. Education Award Programs do not offer living allowances to AmeriCorps members but do provide an education award upon successful completion of national service. Please review the *Notice of Federal Funding Opportunity* and 2007-2008 AmeriCorps*State Application Instructions for further information.

Please note there are a number of additional AmeriCorps funding opportunities available through direct applications to the Corporation for National and Community Service. Please visit http://www.americorps.gov/for_organizations/funding/nofa.asp for more information.

Grant Size Limits. AmeriCorps grants are calculated by multiplying the number of full-time equivalent, referred to as member service year (MSY), AmeriCorps members by the cost per



full-time member. For example, a successful applicant requesting 25 full-time AmeriCorps members (MSYs) at a cost per member of \$12,000 would receive a grant of \$300,000 (25 x \$12,000). You must match at least 15% of member support costs with non-federal cash. You must also match with cash or in-kind contributions at least 33% of the project's total operating costs. Please note that Indiana AmeriCorps members are NOT eligible for unemployment compensation. In Indiana, the cost per MSY may not exceed \$12,600.

Minimum Program Size. In order to provide member positions in quantities that make an impact on the identified community need, applicants may request no fewer than 10 full-time equivalent (MSY) AmeriCorps members as part of their application. Rural programs may be eligible to apply for a smaller number of AmeriCorps members and a part-time AmeriCorps Program Director. Please contact OFBCI for further information.

Grant Period. Grants awarded through this selection process will support programming beginning in late summer of 2007. The Corporation and the ICCSV generally provide funding for a three-year grant period, with demonstrated success toward achieving program objectives and the completion of a yearly continuation request. Applications for 2007 must include proposed activities and a detailed proposed budget for the *first year of operation and program objectives for a one-year period*.

Expansion Funding. Applicants should be advised that expansion opportunities in the second and third year of a grant period are unpredictable and may be limited. Applicants should not assume they can expand program operations in the second or third year of the grant period. Existing Recompeting programs that wish to expand their program should propose to do so through this application.

Performance Measures. Creating performance measures is a critical part of AmeriCorps program design. Applicants should:

- think through each of the different activities AmeriCorps members will engage in;
- identify the likely impact or change that will result from those activities; and,
- determine how to best measure those results.

We strongly encourage your organization to plan and develop your performance measurement program based upon the Logic Model. Once you have mapped out your grant design, decide what is important to measure. Please be selective and do not measure every activity. Decide what you want to measure and focus your attention on key needs and service activities that make sense for your organization and its mission. Use the Logic Model plan and performance measurement worksheets early in the process of completing your application, as experience indicates well-constructed performance measures are essential to a quality application.

6. Notice of Intent to Apply

Interested applicants must submit a "Notice of Intent to Apply" no later than **Friday, October 13, 2006 at 5:00 P.M. (Eastern Time)** via email to erwright@ofbci.in.gov.



The e-mail should only include:

1. Name of the applicant organization
2. Contact information for the applicant organization
3. Type of application your organization intends to submit:
 - a. New
 - b. Recompete
 - c. Competitive Continuation
 - d. Education Award Program only
 - e. Undecided

Please note that submission of a “Notice of Intent to Apply” in no way binds your organization to the submission of an application.

7. Submission Instructions

Applications must be submitted via the Corporation’s on-line eGrants system **by Tuesday, October 31, 2006 at 5:00 P.M. (Eastern Time)**. Please see *2007-2008 AmeriCorps*State Application Instructions* for details.

Additional required attachments (one original and 5 duplicates bound by standard binder clip only) must be delivered by Tuesday, October 31, 2006 at 5:00 P.M. (Eastern Time) to:

Office of Faith-Based and Community Initiatives
302 W. Washington Street, Room E012
Indianapolis, Indiana 46204
Attention: Senior Program Officer

8. 2007-2008 AmeriCorps Application and Review Process Timeline

September 5, 2006	2007-2008 Request for Proposals released
September – October	Technical Assistance Workshops <i>Evansville (September 13), South Bend (September 18), Indianapolis (September 22 or October 3), or New Albany (October 6)</i>
October 13	Notice of Intent to Apply due via e-mail to the Office of Faith-Based and Community Initiatives by 5:00 P.M. (Eastern Time)
October 31	Applications due to the Office of Faith-Based and Community Initiatives by 5:00 P.M. (Eastern Time)



December 13	The ICCSV reviews all applications; makes recommendations for funding.
December 14	Notice to Applicants of Preliminary Funding Decisions; Negotiations begin
December 06 - March 07	Pre-Award Risk Assessments of New Applicants
January 12, 2007	Due date for submitting revised grant applications (as requested) to OFBCI
May 15	Scheduled CNCS Notification of Competitive Funding Decisions
May 16	OFBCI Notice of Final Funding Decisions
May 30	Final Revisions Due to OFBCI for formula applications

Please note this timeline is subject to change.

All applications are reviewed by the ICCSV and the Corporation. We typically receive more in funding requests than can be awarded. Applications are selected using an intensive, multi-stage process that includes the ICCSV/OFBCI staff and peer review process, Corporation peer review panels, and review by Corporation staff with approval by the Corporation's Chief Executive Officer. A Pre-Award Risk Assessment will be conducted on all new applicants prior to the issuance of final funding decisions.

All applications are initially screened by the OFBCI for completeness and instruction compliance. **Incomplete applications will not be considered.** Applications are sorted by score and ranked by two primary factors – high quality (as determined by score) and geographic distribution. A recommended portfolio of programs is brought before the ICCSV where approval is given to submit applications to the Corporation.

All applicants, whether applying for competitive or formula funds, must meet a minimum score threshold in order to be considered for funding. Applicants that are selected to compete in the national competitive process will be forwarded to the Corporation after receiving feedback collected from the review process by the ICCSV staff.

The Corporation will make funding decisions following the completion of their review process. The ICCSV will finalize its program selections following the Corporation's announcements in May 2007.

Please see the *Notice of Federal Funding Opportunity* and *2007-2008 AmeriCorps*State Application Instructions* for a list of Corporation funding priorities and AmeriCorps grant selection criteria.



Please note that Indiana is in the process of developing its specific priorities for the upcoming three-year period. The State Service Plan, the document outlining Indiana's plan for coordinating national and volunteer service across all areas of service, will be available on the OFBCI website (www.ofbci.in.gov) in mid-September.

9. Technical Assistance to Applicants

The OFBCI provides technical assistance to applicants in several Request for Proposal Technical Assistance Workshops. Technical Assistance Workshops will review the key elements of completing a proposal with potential applicants. Locations for the five (5) identical workshops are below. *Please note all locations are smoke free.*

Wednesday, September 13, 2006
1:00 – 4:00 P.M. (Central Time)
Ivy Tech Community College
Bower-Suhrheinrich Conference Center (Room 107)
3501 First Avenue
Evansville, IN
<http://www.ivytech.edu/evansville/about/locations.html>

Monday, September 18, 2006
1:00 – 4:00 P.M. (Eastern Time)
Ivy Tech Community College – North Central
Room 1122
220 Dean Johnson Blvd.
South Bend, IN
Through the Student Commons Area

Friday, September 22, 2006
1:00 – 4:00 P.M. (Eastern Time)
Indiana Government Center South
302 W. Washington Street
Conference Room 17
Indianapolis, IN
<http://www.in.gov/idoa/statehouse/conf/maps/>

Tuesday, October 3, 2006
1:00 – 4:00 P.M. (Eastern Time)
Indiana Government Center South
302 W. Washington Street
Conference Rooms 1 & 2
Indianapolis, IN
<http://www.in.gov/idoa/statehouse/conf/maps/>



**Friday, October 6, 2006
1:00 – 4:00 P.M. (Eastern Time)
Indiana University Southeast
Multi-Purpose Room
4201 Grant Line Road
New Albany, IN**

Located across from the bookstore at University Center South

We will only accept grant applications from new or recompeting applicants who have attended one of the Technical Assistance Workshops and have submitted the Notice of Intent to Apply by the October 13, 2006 deadline.

Please register to attend one of these scheduled times by emailing the OFBCI at RFP_Workshop_Registration@ofbci.IN.gov.

The OFBCI will post Frequently Asked Questions (FAQs) to the OFBCI website to assure that all applicants have access to the same technical assistance. Please email questions to: RFP_FAQ@ofbci.IN.gov.

